

**Internal Regulations Concerning the Handling of Copyrights, Etc.
for e-Learning Content at the Center for Engineering Education Development
in Hokkaido University's Faculty of Engineering**

(Enacted on March 5, 2012)

Article 1 (Purpose)

The handling of copyrights, etc. of e-learning content developed by the Center for Engineering Education Development in Hokkaido University's Faculty of Engineering (hereinafter referred to as the Center) shall be governed by the provisions of these regulations in addition to the provisions of the Copyright Act (Act No. 48 of 1970).

Article 2 (Definition)

The "e-learning content" in these regulations shall refer to the teaching materials including video, photographs, sound, text and other forms of data which are produced by the Center pursuant to the provisions of Paragraph 1 of Article 4 by videotaping lectures given by instructors of Hokkaido University with the authorization of authors (meaning Hokkaido University's instructors in charge of the lectures that constitute the subjects of e-learning content production; the same shall apply hereinafter) and by editing the videotapes.

Article 3 (System Administrator)

The Center shall set up the post of a person who oversees central management of e-learning content (hereinafter referred to as the System Administrator), and the officer of the e-Learning Initiatives in the Center shall serve in this capacity.

Article 4 (Authorization)

The Center may carry out the following when it requests an author to allow its staff to produce and use e-learning content and subsequently obtains the author's authorization:

- (1) videotape lectures and edit the videotapes and handouts distributed at the lectures;
- (2) translate transcriptions of the lectures and handouts distributed at the lectures;
- (3) broadcast the e-learning content;
- (4) duplicate the e-learning content in electromagnetic storage media, such as CD-ROMs, DVD-ROMs and flash memories, to create backups;
- (5) allow students, etc. to view the e-learning content and use for completion; and
- (6) other matters deemed necessary for the production and use of e-learning content by the author and the Center.

2. The "editing" in Item 1 of the preceding paragraph shall be limited to the editing based on author revisions prescribed in the following article. However, if the System Administrator determines that the whole or a part of the e-learning content may infringe on copyright, portrait rights or other rights of any third

parties, the Center may edit the content to the extent necessary for the protection of copyrights, etc. without the prior consent of the author.

3. When the authorization prescribed in Paragraph 1 is granted, the author and the System Administrator shall draw up the Notice of Confirmation concerning e-Learning Content Production and Usage specified separately.

Article 5 (Content reviewing and revisions)

When producing e-learning content, the Center shall have the author review and revise the content.

2. When an author reviews and revises the content pursuant to the provisions of the preceding paragraph, he or she shall do so with the appropriate care to ensure that his or her e-learning content will not infringe on the copyright, portrait rights or other rights of any third parties.

3. When the author finds after content reviewing and revisions that his or her e-learning content may infringe on the copyright, portrait rights or other rights of a third party or third parties, he or she shall promptly report the matter to the System Administrator.

4. When the report specified in the preceding paragraph is made, the Center and the author shall take appropriate measures through mutual cooperation, such as obtaining authorization for use from the third party or third parties or removing the part(s) concerned from the e-learning content.

Article 6 (Period)

In principle, the period of authorization specified in Paragraph 1 of Article 4 shall be indefinite. However, the period of authorization pertaining to the approval to use for completion provided by Item 5 in the same paragraph of the same article shall be the period in which the author is employed by Hokkaido University, and the period of authorization shall cease on the day when the author retires.

2. Notwithstanding the provisions of the main clause of the preceding paragraph, if the author wishes to specify a certain period of authorization, he or she may do so by submitting a request to the System Administrator using the Appended Form.

3. Notwithstanding the the proviso in Paragraph 1, if the author has retired and his or her successor, who teaches the same course, wishes to allow students, etc. to use for completion of the e-learning content concerned and has obtained the consent of the author, the successor may allow students, etc. to continue to use for completion after the retirement of the author by submitting a request to the System Administrator using the Appended Form.

Article 7 (Content viewing and use for completion)

The persons whom the Center may allow to view e-learning content pursuant to the provisions of Item 5 in Paragraph 1 of Article 4 shall be the following:

- (1) Hokkaido University's undergraduate students, graduate students, auditors, credited auditors, research students and interns
- (2) Students of Hokkaido University's partner institutions (including those in other countries)

- (3) Others whom both the author and the Center find appropriate to view e-learning content
2. Notwithstanding the provisions of the preceding paragraph, if the author seeks to limit the scope of viewers, he or she may do so by submitting a request to the System Administrator using the Appended Form.
3. The persons whom the Center may allow to use for completion pursuant to the provisions of Item 5 in Paragraph 1 of Article 4 shall be the following:
- (1) Hokkaido University's part-time graduate students (with jobs), credited auditors and special auditors
 - (2) Students of Hokkaido University's Graduate School of Engineering and the Graduate School of Information Science and Technology (excluding those listed in the preceding item) who have been judged as having difficulty in attending regular classes by both the course instructor(s) and their supervisors
4. Necessary matters concerning procedures to obtain approval for viewing and use for completion shall be specified separately.

Article 8 (Measures against copyright infringement, etc.)

If a lawsuit, etc. has been filed against an author alleging copyright infringement, etc. of e-learning content, the Center shall provide the author with administrative support and deal cooperatively with the situation.

Article 9 (Personal information)

Personal information that an author or the Center obtains during e-learning content production shall be treated properly based on the Act on the Protection of Personal Information (Act No. 57 of 2003), the Hokkaido University Regulations on Personal Information Management (Hokkaido University Doc. No. 65, 2005) and other related laws and regulations.

Article 10 (Transfer)

When the copyright of lectures given by an author is transferred to a third party, the author shall make the third party succeed to their rights and obligations specified in these regulations.

Article 11 (Administrative affairs)

Administrative affairs concerning the handling of the copyright, etc. of e-learning content shall be handled by the Office for the Center for Engineering Education Development in the Academic Affairs Division.

Article 12 (Miscellaneous)

In addition to what is provided for in these regulations, necessary measures concerning the handling of the copyright, etc. of e-learning content shall be specified separately.

Supplementary Provisions

These regulations are effective as of March 5, 2012.

Supplementary Provisions

These regulations are effective as of October 1, 2012.

Supplementary Provisions

These regulations are effective as of April 1, 2017.

Appended Form (related to Article 6 and Article 7)

Date: _____

To the System Administrator,

Request concerning e-learning content for:

- 1) the establishment of a period of authorization;
- 2) the extension of the period of authorization; or
- 3) a change in the scope of viewers

This is to request the following based on the provisions below of the Internal Regulations Concerning the Handling of Copyrights, Etc. for e-Learning Content at the Center for Engineering Education Development in Hokkaido University's Faculty of Engineering:

- 1) Paragraph 2 of Article 6;
- 2) Paragraph 3 of Article 6; or
- 3) Paragraph 2 of Article 7).

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*Please circle an applicable number. (The underlined sections are examples.)

1. 1. I request to change the indefinite period of authorization stipulated in Paragraph 1 of Article 6 to until ___ / ___ / ___ (mm/dd/yyyy).
2. Regarding the approval for use for completion for which the period of authorization has ceased due to the retirement of the author, I request to extend the period because I have obtained the consent of the author for an indefinite period of authorization.
3. I request to change the scope of viewers to exclude students of institutions in other countries in Item 2 in Paragraph 1 of Article 7. (Reason: Due to the specialized nature of the content, proper communication of the intended meanings of the lectures requires special efforts to translate them into English.)

Author:

Name _____ Seal: _____

(Leave the seal section blank if the name is written in the author's own handwriting.)

Applicant (Leave blank if the author is the applicant.)

Name _____ Seal: _____

(Leave the seal section blank if the name is written in the applicant's own handwriting.)